



**MT. VIEW SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING
AMENDED AGENDA**

February 8, 2024, 3:30 PM PACIFIC TIME
BOARD ROOM, 3800 ARTHUR ROAD, MARTINEZ, CALIFORNIA

NOTICE: Members of the public may address the Board of Directors on any item of interest that is within the subject matter jurisdiction of the Board. Individuals who wish to speak should furnish their name and address to the secretary and the agenda item number. Individuals will be heard during the Board's consideration of the item. If the item is not listed on the agenda, the individual should describe the subject matter to the secretary, and it will be called under agenda item "Public Comment." The time limit is three (3) minutes subject to reasonable modification by the Chairman. If you have a physical impairment that requires special accommodation to participate, please call the Board Secretary's office at least 24 hours in advance of the meeting at 925-228-5635.

Any writings or documents provided to the majority of the Board of Directors after distribution of the agenda packet regarding any item on the Agenda will be made available for public inspection in the Mt. View Sanitary District Office at 3800 Arthur Road during normal business hours.

1. ROLL CALL OF DIRECTORS

2. PUBLIC COMMENT

3. PUBLIC HEARING

A. **BOARD OF DIRECTORS VACANCY**

1. RECEIVE STAFF REPORT AND SUGGESTED PROCESS
2. RECEIVE CANDIDATE COMMENTS AND ADDRESS QUESTION(S) FROM THE BOARD, IF ANY.
3. CONDUCT BOARD DISCUSSION/DELIBERATIONS AND DETERMINE IF THERE IS A CONSENSUS.
4. ENTERTAIN A MOTION(S) APPOINTING A CANDIDATE AS THE NEW DIRECTOR.
5. ADMINISTER THE NEW DIRECTOR'S OATH OF OFFICE (ADMINISTERED BY THE BOARD PRESIDENT)

4. CONSENT CALENDAR

Consent Calendar items are typically routine and are considered for approval by the Board of Directors with one single motion. Members of the Board, Audience, or Staff wishing an item removed from the Consent Calendar for the purpose of public comment, question or input may request so through the Board President

- A. APPROVE THE MINUTES OF THE JANUARY 11, 2024, REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61552 THROUGH 61597 DATED JANUARY 9, 2024 *(See purchase journal following this item in packet for details.)*
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61598 THROUGH 61626 DATED JANUARY 23, 2024 *(See purchase journal following this item in packet for details.)*
- D. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 709 THROUGH 710 DATED JANUARY 9, 2024 *(See purchase journal following this item in packet for details.)*
- E. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 711 DATED JANUARY 23, 2024 *(See purchase journal following this item in packet for details.)*
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3207 THROUGH 3209 DATED JANUARY 9, 2024 *(See purchase journal following this item in packet for details.)*
- G. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3210 THROUGH 3212 DATED JANUARY 23, 2024 *(See purchase journal following this item in packet for details.)*

5. NEW BUSINESS

A. ANNUAL REVIEW OF BOARD MEMBER COMPENSATION AND BENEFITS

1. REVIEW AND DETERMINE THE FOLLOWING:
 - a) WHETHER THE DISTRICT'S CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED, BOARD MEMBER HEALTH CARE INSURANCE COSTS AND BENEFITS, BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS, AND BOARD MEMBER EXPENSE REIMBURSEMENTS ARE REASONABLE, IN LINE WITH THOSE OF OTHER SPECIAL DISTRICTS, AND WHETHER ANY CHANGES SHOULD BE MADE; AND,
 - b) WHETHER THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS REQUIRES ANY CHANGE
2. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED IS REASONABLE.

3. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER HEALTH CARE INSURANCE COSTS AND BENEFITS ARE REASONABLE.
4. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS ARE REASONABLE.
5. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER EXPENSE REIMBURSEMENT STANDARDS ARE REASONABLE.
6. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION CONTINUING THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS.
7. DETERMINE IF THE BOARD WANTS TO INCREASE BOARD MEMBER COMPENSATION OR BENEFITS, AND IF SO, PROVIDE DIRECTION TO CALL FOR A PUBLIC HEARING ON THE MATTER.

B. SELECTION OF GENERAL MANAGER'S EVALUATION REVIEW INSTRUMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE GENERAL MANAGER'S RECOMMENDATION TO CONDUCT THE MANAGER'S ANNUAL EVALUATION DURING THE REGULAR BOARD MEETING ON APRIL 11, 2024, AGREEING TO THE USE OF THE ATTACHED GENERAL MANAGER'S EVALUATION FORM AS THE METHOD OF EVALUATION AND ADOPTING THE EVALUATION PROCESS DESCRIBED ON THE ATTACHED DOCUMENT ENTITLED "**PROPOSED APRIL 2024 GENERAL MANAGER'S EVALUATION PROCEDURE**".

C. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION ANNOUNCEMENT OF SPECIAL ELECTION TO FILL A SPECIAL DISTRICT VACANCY, CALL FOR NOMINATIONS, AND FOR NAMES OF VOTING DELEGATES

1. DISCUSS AND CONSIDER THE NOMINATION OF CANDIDATE(S) TO FILL ONE SPECIAL DISTRICT ALTERNATE SEAT ON CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2024 NOMINATING A CANDIDATE TO FILL THE SPECIAL DISTRICT ALTERNATE SEAT ON LAFCO
3. CONSIDER ADOPTION OF A MOTION DESIGNATING A DIRECTOR AS THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC) REPRESENTATIVE AND ANOTHER DIRECTOR AS MVSD'S ALTERNATE TO THE LAFCO (ISDSC)

D. DESIGNATION OF LABOR NEGOTIATOR(S)

1. APPOINT ONE OR MORE MEMBERS OF THE BOARD OF DIRECTORS AS ITS NEGOTIATOR(S) FOR THE PURPOSE OF NEGOTIATIONS WITH THE GENERAL MANAGER REGARDING COMPENSATION. RECENT PRACTICES OF THE DISTRICT HAS BEEN THAT THE BOARD PRESIDENT AND VICE PRESIDENT HAVE BEEN APPOINTED AS THE NEGOTIATORS; HOWEVER, THE BOARD MAY DESIGNATE UP TO ALL MEMBERS OF THE BOARD AS NEGOTIATORS.

E. FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH CCCSD FOR THE FEASIBILITY STUDY

1. RECEIVE REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE FIRST AMENDMENT TO THE FEASIBILITY STUDY MOU WITH CENTRAL SAN AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT.
3. ALTERNATELY, PROVIDE DIRECTION

F. AMENDMENT OF AGREEMENT WITH V.W. HOUSEN & ASSOCIATES AND TASK ORDER FOR THE PIPELINE CLEANING & TELEVISION PHASE 3

1. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 2 TO CONTRACT NO. 19-0013 WITH V. W. HOUSEN & ASSOCIATES (VWH) INCREASING THE TOTAL CONTRACT AMOUNT BY \$154,936 FROM \$420,064 TO \$575,000 AND EXTENDING THE CONTRACT EXPIRATION DATE TO DECEMBER 31, 2025.

2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 3 TO CONTRACT NO. 19-0013 IN THE AMOUNT OF \$203,223 AUTHORIZING VWH TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE PIPELINE CLEANING & TELEVISIONING PHASE 3.

G. AMENDMENT OF AGREEMENT WITH WEST YOST ASSOCIATES AND TASK ORDERS FOR THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT

1. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 7 TO CONTRACT NO. 19-0018 WITH WEST YOST ASSOCIATES (WEST YOST) INCREASING THE TOTAL CONTRACT AMOUNT BY \$141,706 FROM \$621,776 TO \$763,482, AND EXTENDING THE CONTRACT EXPIRATION DATE TO JUNE 30, 2025.
2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 9 TO CONTRACT NO. 19-0018 IN THE AMOUNT OF \$75,719 AUTHORIZING WEST YOST TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT.
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 10 TO CONTRACT NO. 19-0018 IN THE AMOUNT OF \$65,987 AUTHORIZING WEST YOST TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION FOR THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT.

H. AUTHORIZATION TO ADVERTISE THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT FOR BIDDING

1. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE GENERAL MANAGER TO ADVERTISE THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT FOR BIDDING.

I. FISCAL YEAR 2023-2024-2ND QUARTER BUDGET REVIEW

1. RECEIVE REPORT FROM STAFF AND PROVIDE DIRECTION, AS NECESSARY

J. MEMORIAL PLAQUE RECOGNIZING STANLEY R. CALDWELL FOR TWENTY-NINE YEARS OF SERVICE TO MT. VIEW SANITARY DISTRICT

1. RECEIVE REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING STANLEY CALDWELL'S MEMORIAL PLAQUE AND ITS PLACEMENT IN THE ADMINISTRATION BUILDING FOYER

6. REPORTS

- R-1. GENERAL MANAGER
- R-2. DEPUTY GENERAL MANAGER
- R-3. DISTRICT ENGINEER
- R-4. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-5. WASTEWATER OPERATIONS MANAGER
- R-6. DISTRICT LEGAL COUNSEL
- R-7. BOARD SECRETARY
- R-8. DIRECTORS
 - R 8.01 PRESIDENT JULIA R. HALSNE
 - R 8.02 VICE PRESIDENT GREGORY T. PYKA
 - R 8.03 DIRECTOR DAVID P. MAGGI
 - R 8.04 DIRECTOR BRIAN A. DANLEY
 - R 8.05 NEW DIRECTOR

7. COMMUNICATIONS

- A. BMOQ MONTHLY STATEMENT
- B. LAIF QUARTERLY STATEMENT
- C. LAIF MONTHLY STATEMENTS
- D. ALTERNATE PUBLIC MEMBER – ANNOUNCEMENT
- E. UPCOMING AGENDA ITEMS AND SCHEDULE OF EVENTS

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

9. CLOSED SESSION

- A. REAL PROPERTY NEGOTIATIONS-NEGOTIATORS: CHRIS ELLIOTT AND STEVE CASTAELLANO ARWS-PROPERTY: 888 HOWE ROAD, MARTINEZ CA, OWNER: BARRY THOMPSON
 - B. REPORT OUT OF CLOSED SESSION
10. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MARCH 14, 2024, AT 3:30 P.M.